

MINUTES OF THE ANNUAL MEETING  
OF THE  
CHICOPEE HOUSING AUTHORITY  
APRIL 7, 2010

The Members of the Chicopee Housing Authority met in annual session at 7 Valley View Court in the City of Chicopee, Massachusetts at 6:00 p.m. The Chairperson called the meeting to order and upon roll call those present were as follows:

Present:	Charles Swider	Absent:	Bruce Socha
	Chester Szetela		
	Brian Hickey		
	Tameika Raye'la Carter		

NOTICE OF MEETING

Notice is hereby given that in accordance with Section 23B of Chapter 39, General Laws as amended that the annual meeting of the Members of the Chicopee Housing Authority will be held on April 7, 2010

CERTIFICATION AS TO SERVICE OF NOTICE

I, Monica Pacello Blazic, the duly appointed, qualified and acting Secretary of the Chicopee Housing Authority do certify that on December 18, 2009 filed in the manner provided by Sec 23B. Chapter 39, General Laws, as amended with the Clerk of the City of Chicopee, Massachusetts. I filed said notice with a Member of the office staff in the City Clerk's office.

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye'la Carter, it was unanimously voted to approve the Minutes of the Meeting held on March 10, 2010, without being read.

The Treasurer distributed copies of reports regarding the summary of operations and operating statements for the period ending February 28, 2010 which was then read by the Director of Finance.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye’la Carter, it was unanimously voted to accept the Treasurer’s report as received. regarding the Chicopee Center 40R Smart Growth Zoning Legal Notice from the Chicopee Planning Board was Overlay District.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to accept the correspondence as received.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to pay the bills.

<u>CHECKS ISSUED</u>		
REVOLVING FUND/PAYROLL	64797 - 64969	\$597,307.97
SECTION 8	42769 - 42940	\$202,797.32

A tabulation of those bills to be paid is contained in the Member’s folders.

Assistant Executive Director Patricia Murray reported that the Agency Plan has been completed.

Modernization Coordinator Robert Kachinski gave the following reports:

Stimulus Project Update:

All stimulus funded projects have started. We have two years to complete the projects but will probably be finished in less than one year. The stimulus projects are:

CABOT:

- New Hooded Gutter
- Complete remodeling of 48 bathrooms

CANTERBURY:

- Upgrading both passenger elevators

MEMORIAL:

- New common area lighting both inside and outside of all six buildings
- New hallway carpeting in the 2 front buildings
- Repainting all common areas in the 2 front buildings
- Replacement of all common entry doors on all 6 buildings
- Installation of new basement windows

Other Modernization projects underway:

CANTERBURY:

Roof replacement

Replacement of back-up generator

CABOT AND CANTERBURY

Camera Surveillance systems

MEMORIAL:

Repair exterior brick work

SENECAL:

Site improvement and underground pipe replacement

Termite investigation

Tunnel drainage and asbestos abatement

BIRCH BARK:

Balcony repairs

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to accept the committee reports as given.

At this time the Annual Election of Officers will take place.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to move the election of officers to the end of the meeting.

The firm of BCM Controls has submitted application for payment # 1 in the amount of \$52,874.72 for the installation of surveillance cameras at Cabot Manor (AMP 8-1). This payment is in accordance with the terms of the contract.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to approve payment as requested above.

The firm of BCM Controls has submitted application for payment # 1 in the amount of \$19,490.01 for the installation of surveillance cameras at Canterbury Arms Apartments (AMP8-3). This payment is in accordance with the terms of the contract.

Upon a motion made by Tameika Raye'la Carter which was seconded by Brian Hickey, it was unanimously voted to approve payment as requested above.

The firm of Hill Engineers, Architects, Planners Inc. has submitted invoice

# 34982 in the amount of \$3,630.20 for architectural and engineering services for the bathroom remodeling at Cabot Manor Apartments (AMP 8-1). This payment is in accordance with the terms of the contract.

Upon a motion made by Tameika Raye'la Carter which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The Housing Authority is in receipt of Application for Final Payment (payment #4) from Adam Quenneville Roofing & Siding, Inc. the amount of \$4,993.75 (retainage) for the installation of hooded gutters at Cabot Manor Apartments (AMP 8-1). This payment is in accordance with the terms of the contract.

Upon a motion made by Brian Hickey which was seconded by Tameika Raye'la Carter, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Chester Szetela, read in full and considered.

#### RESOLUTION NO. 4967

Whereas, the firm of Adam Quenneville Roofing & Siding, Inc. has submitted a Certificate of Final Completion for the installation of the hooded gutters at Cabot Manor Apartments (AMP 8-1).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Final Completion as submitted by the firm of Adam Quenneville Roofing & Siding, Inc. for the installation of the hooded Gutters at Cabot Manor Apartments (AMP 8-1).

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela  
Brian Hickey  
Tameika Raye'la Carter  
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of an application for payment from Valley Opportunity Council for the After School Program for the months of January &

February 2010 in the amount of \$12,551.51. This payment is in accordance with the terms of the contract.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Chester Szetela, read in full and considered.

#### RESOLUTION NO. 4968

Whereas, the Housing Authority is in receipt of change order # 1 for the Wall Construction Co. for the Cabot Manor (AMP 8-1) bathroom remodeling - Phase One in the amount of \$3,744.00. This change order is in accordance with the terms of the contract.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve Change Order #1 as submitted by the firm of Wall Construction Company for Phase One for Cabot Manor Apartments (AMP 8-1) bathroom remodeling in the amount of \$3,744.00. The contract time is unchanged 0 calendar days.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela  
Brian Hickey  
Tameika Raye'la Carter  
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of an application for payment invoice # 1786-1 from Lindren & Sharples Inc. for the replacement of the generator at Canterbury Arms Apartment (AMP8-3) in the amount of \$3,510.00. This payment is in accordance with the terms of the contract.

Upon a motion made by Tameika Raye'la Carter which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The Housing Authority is in receipt of application for payment #3 from JDL

of Franklin County, Inc. for the door replacement at Memorial Apartments (AMP 8-2) in the amount of \$25,175.00. This payment is in accordance with the terms of the contract.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The Housing Authority is in receipt of an application for payment #1 from Bergeron Electric Co. for the lighting in the common areas at Memorial Apartments (AMP8-2) in the amount of \$1,737.55. This payment is in accordance with the terms of the contract.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye'la Carter, it was unanimously voted to approve payment as requested above.

The Housing Authority is in receipt of application for payment #1 from Kurtz, Inc. in the amount of \$7,214.35 for the balcony repairs at Birch Bark Place Apartments. This payment is in accordance with the terms of the contract.

Upon a motion made by Brian Hickey which was seconded by Tameika Raye'la Carter, it was unanimously voted to approve payment as requested above.

On February 2, 2010 a collection of the proceeds from laundry facilities at developments equipped with Laundromats was conducted by representatives of the CHA and the automatic washing machine company.

#### LAUNDRY COLLECTION REPORT

FEBRUARY 2, 2010 THROUGH April 6, 2010

STATE COLLECTIONS	\$ 1,575.75
Minus Vendors Token Sales	<u>- 600.00</u>
Authority's Share	\$ 975.75
FEDERAL COLLECTIONS	\$2,352.00
Authority's Share	\$1,176.00

The funds were distributed into the respective accounts

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to accept the report as given.

A copy of the collection report is contained in the member's package.

The following Resolution was introduced by Chester Szetela, read in full and considered.

## RESOLUTION NO. 4969

Whereas, the staff has prepared the Five Year Plan for FY beginning July 1, 2010 in accordance with the U. S. Department of Housing & Urban Development regulations. All required public meetings were conducted and the plan has been updated and revised where necessary.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Five Year Plan for FY beginning July 1, 2010 as presented in accordance with the U.S. Department of Housing and Urban Development. calendar days.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye'la Carter and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela	NAYS: None
Tameika Raye'la Carter	
Brian Hickey	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The financial audit of the Authority has been prepared and completed by Barrett CPA PC for the year ending June 30, 2008 in accordance with the U.S. Department of Housing & Urban Development Single Audit Act. No major findings or corrections were found by the auditors.

Upon a motion made by Brian Hickey which was seconded by Tameika Raye'la Carter, it was unanimously voted to approve the financial audit as presented above.

The financial audit of the Authority has been prepared and completed by Hurley, O'Neill & Company, P.C. for the year ending June 30, 2009 in accordance with the U.S. Department of Housing & Urban Development Single Audit Act. No major findings or corrections were found by the auditors.

Upon a motion made by Tameika Raye'la Carter which was seconded by Chester Szetela, it was unanimously voted to approve the audit as presented above.

The staff will present the handicapped parking information to the Board for their information and review.

The Secretary provided the report to the Board.

HUD is requesting email contact information from each Board member so it can be entered on the Housing Authority contact page in the PIC system.

The Housing Authority has reached a settlement with P. Clancy & Sons regarding the termite extermination at Cabot Manor Apartments (AMP8-1). On the advice of legal counsel, the Housing Authority will sign an agreement and receive \$20,000 as the financial settlement.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye'la Carter, it was unanimously voted to approve the settlement as presented above.

An employee of the Authority, Esmeralda Vazquez has requested that she be granted maternity leave. Her anticipated departure will be in the month of May and she anticipates returning to her employment in August, 2010.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye'la Carter, it was unanimously voted to approve the request from employee Esmeralda Vazquez.

At this time the Annual Election of Officers will take place.

Chairperson Charles Swider relinquished the Chair to the Secretary for the purpose of conducting the annual Election of Officers.

The Nominating Committee will submit nominations in accordance with the By-Laws of the CHA. (A copy of the Cy-Laws and slate of nominees have been provided for reference).

Chairperson	Bruce E. Socha
Vice Chairperson	Chester J. Szetela
Treasurer	Brian M. Hickey
Asst. Treasurer	Tameika Raye'la Carter

The Secretary asked if there are any other nominations to come before the floor.

There being no further nominations the Secretary moved to close nominations and requested that ballots be cast for the slate of officers.

Bruce E. Socha will be notified of his nomination for the office of Chairperson.

Chester Szetela accepted the nomination for the office of Vice Chairman



Brian M. Hickey accepted the nomination for the office of Treasurer

Tameika Raye'la Carter accepted the nomination for the office of Asst.

Treasurer

In the absence of Bruce Socha, Chester Szetela assumed the Chair.

Upon a motion made by Brian Hickey which was seconded by Tameika Raye'la Carter, it was unanimously voted to enter into Executive Session at 6:32 p.m. For the purpose to discuss recent termination of employees. No action will be taken.

Upon a motion made by Tameika Raye'la Carter which was seconded by Brian Hickey it was unanimously voted to go exit Executive Session at 6:50 p.m. and return to the regular order of business.

There, being no further business to come before the meeting, upon a motion made by Brian Hickey which was seconded by Tameika Raye'la Carter, it was unanimously voted to adjourn at 6:52 p.m. The next regular meeting is scheduled to be held on Wednesday, May 12, 2010 at 6:00 p.m.

ATTEST:

CARMEN N. ESTRADA, RECORDING SECRETARY